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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC REGULATION
NO. 10-35

SECURITY

30 March 1963

SECURITY IN OFFICE ROUTINE

1. GENERAL

a. This regulation establishes responsibility for security in office routines. Specific procedures for the separate areas of the Center will be set forth in approved instructions issued by the departmental or national component which occupies the space.

b. To safeguard the sensitive materials stored in the Center, strict attention must be paid to establishing and implementing security check procedures. It is the policy of the Center that all devices used for the storage of classified materials must be closed by one individual and checked by a second individual. No locked device will be closed and checked by the same person.

2. RESPONSIBILITIES

a. The Director of Security, CIA, is responsible for establishing security policies as they may relate to office routine, and procedures for the implementation of these policies. He shall conduct frequent unscheduled inspections to assure that these policies are being effectively carried out.

b. The Director, NPIC, is responsible for the establishment and maintenance of a security check system to insure final after-hours security checks of areas occupied by NPIC departmental and national components.

c. The Chief, Security Staff, NPIC, is responsible for:

(1) Providing staff support to the Director, NPIC, and chiefs of national and departmental components in establishing procedures for implementing security policies of CIA and the Center;

(2) Reviewing NPIC area security instructions issued by the departmental and national components to assure compliance with pertinent security regulations;

(3) Conducting security inspections as required.

d. Under responsibility delegated by the Director, NPIC, chiefs of national and departmental components are responsible for:

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(1) Establishing and maintaining organizational responsibilities for the conduct of security checks of areas under their jurisdiction;

(2) Submitting to the Director, NPIC, through the Chief, Security Staff, NPIC, area security instructions for approval;

e. All personnel assigned to the Center are responsible for the security of classified or controlled information and material, and for taking adequate measures to insure the protection and safekeeping of all such material.



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ARTHUR C. LUNDAHL

Director

National Photographic Interpretation Center

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